

FY2020 WORKPLAN DEVELOPMENT PROCEDURES

for

CWA, Section 319(h) Projects



**ARKANSAS NATURAL RESOURCES COMMISSION
101 E. Capitol, Suite 350
Little Rock, Arkansas 72201
(501) 682-1611**

ARKANSAS NATURAL RESOURCES COMMISSION

WORKPLAN DEVELOPMENT PROCEDURES

**for
CWA, Section 319(h) Projects**

	<u>Page</u>
I. Introduction.....	3
II. Project Workplans.....	4
III. Workplan Content and Formatting Requirements.....	5
IV. Monitoring and Quality Assurance Requirements	8
V. Minimum Reporting Requirements	9
VI. Workplan Formatting Requirements	9
VII. Definitions	10
 Attachments	
1. Nonpoint Source Summary Page.....	11
2. Project Workplan Template	12
3. Estimated Project Budget	16
4. Budget Justification Worksheet	18
5. Workplan Checklist	21
6. Single Audit Requirements	22
7. Invoices	23
8. MBE WBE	24

CWA, Section 319(h) Arkansas Nonpoint Source Management Program Workplan Development Procedures

I. INTRODUCTION

Development and implementation of programs for the control of nonpoint sources of pollution has been established as national policy with the passage of the Water Quality Act (1987) amendment to the Clean Water Act. It seeks to enable the goals of the act to be met by promoting the expeditious development and implementation of NPS programs.

EPA's goal is to ensure that the Section 319(h) funds are directed toward effective, high quality NPS projects that will achieve the best possible results in addressing NPS pollution that will lead to water quality impairment delistings from the state's 303(d) list. Therefore, demonstrated results in water-quality improvement and protection are vitally important.

EPA desires a balanced State program that includes both watershed projects and institutionalization of long-term programs. EPA Region 6 emphasizes the need for and encourages the use of a more comprehensive watershed approach, and they support and encourage the use of Total Maximum Daily Loads (TMDL) in high priority watershed projects and well defined educational programs. Projects should stress interagency coordination, demonstrate new or innovative technologies or institutional approaches, use approaches that have statewide applicability, use comprehensive approaches, and stress public participation and technology transfer.

The Arkansas Nonpoint Source Pollution Management Program has as its mission to "achieve and maintain beneficial uses of the waters of the state," and seeks to accomplish this through the "efforts of local, state and federal agencies working with and for the citizens of Arkansas..." It seeks to assure effective and efficient use of financial resources by facilitating cooperation between local, state and federal agencies (Arkansas Nonpoint Source Management Program: 2018 through 2023). Arkansas will implement the NPS management program by using a balanced approach, emphasizing on-the-ground management in watersheds identified impaired or threatened waters in accordance with a prioritization completed by the state lead agencies. Watershed projects will be targeted toward the identified causes of impairment, while statewide activities will also be conducted to improve the general awareness of NPS pollution and knowledge of proper management to protect the waters of the state.

The types of NPS activities that can be funded with Section 319(h) grants include:

- ◆ various land management practices and techniques that keep sediment in place;
- ◆ animal waste management practices for areas not meeting the criteria for CAFOS;
- ◆ best management practices for erosion-inducing activities in sensitive areas;
- ◆ use of more environmentally benign inputs; use of disease/drought/pest resistant plants;
- ◆ improved pesticide storage, handling, and mixing; and, improved chemical inventory control,
- ◆ Technical assistance or technology transfer that results in implementation of additional water quality BMPs.

Section 319(h) projects are for “implementation” and you have to be able to document either water quality improvements, BMP implementation, or improvement in some environmental indicator. Monitoring activities to determine the effectiveness of specific pollution prevention projects are eligible activities, but general assessment monitoring of water quality is ineligible. **Section 319(h) grants do not support research, studies, developmental activities, or conferences.** Demonstrations are only fundable if they include technology transfer elements and result in BMP implementation. Verification of BMP implementation beyond those included in the demonstration will be required.

Section 319 grants are not entitlements. The State must justify that each project submitted will effectively treat a significant water quality problem and that the project merits the cost. Therefore, demonstrated results in water quality improvement and protection through implementation of BMPs and other NPS prevention methods are vitally important. The ANRC may enlist a NPS Support group to assist in selecting prospective projects from proposals submitted by prospective grantees based on specified criteria and invites selected investigators to submit project workplans. A copy of the proposal form is included as Attachment 1. Only projects that address one or more milestones stated in Arkansas’ Nonpoint Source Management Program will be considered. Copies of the current year’s milestone schedule may be obtained from the Nonpoint Source Management Section at the ANRC.

II. PROJECT WORKPLANS

The project workplan is a detailed plan of action for implementing the proposed project, and is used to:

- Determine if the project meets the requirements for section 319(h) projects as set in the Clean Water Act and most current EPA Guidance.
- Justify the cost of the project.
- Track progress of the project with respect to scheduled tasks and subtasks versus funds expended.
- Provide continuity of the project should key personnel leave.

The ANRC and the EPA Region VI review project workplans. The reviewers are proficient in water quality management or grant management, but are not likely to be experts in your field. Reviewers at the EPA are also not likely to be familiar with the location of your proposed project or the specific water quality problem that you are working with. You have to provide the detail necessary to make them understand why you are proposing the project and what you intend to do.

Funds are generally granted for a period **not to exceed three (3) years**. The non-federal share of the funding must be at least **43%** of the project cost (i.e., a project costing \$100 is to be \$43 nonfederal and \$57 federal). Administrative costs are not to be included in the project. Indirect costs may be fundable if the agency has an Indirect Cost Agreement with the federal government and the ANRC agrees to include those costs. Deliverables for general distribution (i.e., videos, news releases, literature) will be submitted to EPA, Region 6 for **approval** through the Arkansas Natural Resources Commission.

III. WORKPLAN CONTENT AND FORMATTING REQUIREMENTS

Project workplans must include the following items and information:

- 1) Nonpoint Source Summary Page
- 2) Workplan
 - a) Project Title
 - b) Problem/Need Statement
 - c) General Project Description
 - d) Tasks, Objectives, Subtasks, Schedules, Deliverables and Estimated Costs
 - e) Coordination Roles and Responsibilities
 - f) Public Participation
 - g) Measures of Success and Performance
 - h) Reference to Project in the NPS Management Program and your EPA accepted 9 element Watershed Management Plan
 - i) Project Leads Name, Telephone Number and Organization Responsible for Implementing the Project
- 3) Estimated Project Budget
- 4) Project Budget Justification Worksheet

The workplan package shall be submitted electronically. It may be sent as an attachment to an email or recorded on a labeled CD. The electronic copy of the workplan should be produced in Microsoft Word 2010 or earlier version.

1. Nonpoint Source Summary Page - The NPS Summary Page gives a brief overview of the proposed project and must accompany each workplan. The summary page should give the project title, project goals and objectives, project tasks, measures of success, project type (statewide, watershed, or demonstration), waterbody type (river, groundwater, or other), project location, NPS management program reference, 9 element Watershed Management Plan reference, NPS assessment report status, key project activities, NPS management program elements, project costs, project management, and project period. A Nonpoint Source Summary Page is included as Attachment 2.

2. Workplan - Section 319(h) workplans must provide the following information (An example workplan is included in Attachment 5):

a. Project Title - Give a brief descriptive title directly related to the specific project such as "Silvicultural Best Management Practices for Streamside Management Zones in Arkansas".

b. Problem/Need Statement - This section is very important because it sets the stage for your proposed project. Provide enough detail to adequately describe the nonpoint source water quality problem(s) that your project will address. Also give a clear narrative statement justifying the need for the project to solve or prevent the identified nonpoint source water quality problem(s).

c. General Project Description – Give a brief overview of how the project will be implemented, explaining who is going to do what, when it is to be done, where it is to be done, and how it will be accomplished.

d. Tasks, Objectives, Subtasks, Schedules, Deliverables, and Estimated Costs - List, in chronological sequence, the tasks along with objectives and detailed subtasks with scheduled completion dates. Each task should include estimated costs. Be sure to include a task or subtask for Data Quality Objective (DQO) and Quality Assurance Project Plan (QAPP) development if your project requires any type of data collection. In addition, include a **separate task** for reporting (i.e., quarterly, annual, QA, etc., reports). List and describe the products to be delivered to EPA for each associated task. (i.e. QAPP, design plans, quarterly reports, final report, etc.).

Include maps and visual aides, as appropriate, for identifying the location and detailing the water quality concerns to be addressed in this project and where the BMPs would be implemented. Define physical characteristics or other pertinent information that supports the project. Use of Geographic Information Systems (GIS) is encouraged if available. **Note:** EPA, Region 6 cannot support the purchase of a GIS system with 319(h) funds. In addition, the use of GIS as a planning tool in the NPS program is generally considered an ineligible activity. However, EPA, Region 6 will consider supporting GIS usage with 319(h) funds when the system has been previously developed and installed and will be used as part of an overall project to target the most effective sites for BMP implementation.

e. Coordination, Roles, and Responsibilities - Briefly list each participating organization and agency and its specific role in the project and specifically what its responsibilities are in the project.

f. Public Participation - Every 319(h) project must have a public participation component included to provide the required information and education, technology transfer and local acceptance of the project **BEFORE** the project is started. Briefly describe how this component will be accomplished and list the appropriate tasks associated with it.

g. Measures of Success and Performance - There are two types of measures of success: Actual water quality improvement data, and progress in implementing BMPs and reducing loads. Describe how you will evaluate the effectiveness of the project towards solving the identified NPS problem(s).

h. Reference to Project in the NPS Management Program – Provide reference and page number in the NPS Management Program and the watershed name or segment number as appropriate. Also include reference to relevant sections to your 9 element Watershed Management Plan accepted by EPA.

i. Project Leads Name, Telephone Number and Organization Responsibility for Implementing the Project - List the project manager's name, telephone number, e-mail address, the agency organization they represent and their affiliation.

- 3. Project Budget** - Provide a detailed budget for all costs. The budget must show the estimated total cost broken down into federal and non-federal match, and must include an

explanation of how the non-federal match will be met. The budget must also be broken down into object class categories and justification for costs included in the workplan.

Project budgets must provide detail sufficient to justify the expense. Justify supplies and equipment based on their use in the project (e.g., five samplers to be used one at each sampling station and one spare = \$15,000 or General office supplies including paper, pencils, printer pens etc. for producing project reports = \$500). The tasks, objectives, and subtasks, should have enough detail in them to justify the budget as being reasonable and show that the project is cost effective. However, if you are unable to provide this information under the tasks and subtasks, a detailed justification narrative is needed as an attachment or supplement to the budget. See Attachment 2 for the required budget format. An example of a currently approved budget is included in Attachment 4.

Unless you have made a previous agreement with ANRC, assume that you will be providing the non-federal match. In general, each dollar spent is part federal and part not-federal match. You will be asked to document match when you request payment for work completed.

If you propose to claim "In-Kind" match, indicate on your budget what it will be and how you will document the "In-Kind" as it is earned. If you propose to purchase equipment with all federal dollars early in the project and then provide matching over the period of the project, then this needs to be clearly spelled out in the budget and must be agreed to by all parties including ANRC and EPA.

If you propose to purchase a vehicle, you must document that 1) there is no other option and 2) the cost to the project is less for purchase of a vehicle than for leasing a vehicle. Provide a copy of the cost analysis as an appendix to the workplan.

ANRC and EPA may ask for additional information for any part(s) of the workplan at any time before the workplan is approved. ANRC and EPA may reject or disapprove any workplan submitted if they (ANRC or EPA) determine the project does not:

- meet the goals of the Nonpoint Source Management Program,
- EPA's guidance criteria
- provide reasonable assurance the project will adequately address the pollutant of concern
- potentially lead to a waterbody or stream segment delisting from the 303(d) list

IV. MONITORING AND QUALITY ASSURANCE REQUIREMENTS

All collection of environmental data must be conducted in accordance with an approved Quality Assurance Project Plan (QAPP). The QAPP must be approved by ANRC and EPA before any costs for these activities may be incurred. Any costs incurred prior ANRC and EPA approval will be ineligible for reimbursement. The water quality lab that you use must be approved by ADEQ and listed with the QA officer at ANRC. All laboratories will be subject to audits by the ANRC. In addition, water quality sampling or other field data collection will be subject to periodic field audits.

Data Quality Objective (DQO) And Quality Assurance Project Plan (QAPP) - The DQO process is a systematic planning process for ensuring that environmental data will be adequate for its intended use. The DQO is a required part of the QAPP and should clarify objectives, define appropriate types of data to collect, and specify the tolerable levels of potential decision errors.

The QAPP is a formal document describing in comprehensive detail the necessary quality assurance (QA), quality control (QC), and other technical activities that must be implemented to ensure that the results of the data collection will satisfy the stated performance criteria. The QAPP should ensure project management commitment and involvement, provide a specific plan for QA/QC requirements for the project, assure that the project sampling is implemented as planned, define oversight responsibilities for the sampling, define assessment requirements, and provide for a continuous improvement capability. If a DQO and QAPP are required, they should be described as a task or subtask and listed as a deliverable and milestone in the workplan. This plan must be developed in accordance with the ANRC's current Quality Management Plan (QMP). Guidelines for preparing a proper QAPP are found in EPA QA/R-5 entitled "Interim Draft EPA Requirements for Quality Assurance Project Plans."

NOTE: The QAPP is sent to EPA through the ANRC, and must be approved by both before any costs may be incurred for sampling or data generation. You should plan on submitting your QAPP to ANRC at least 90 days prior to the initiation of any sampling.

Page Numbers/Document Control – Each page should have a brief running title, current revision date, agency acronym, fiscal year identification (i.e. FY15), and page number in the upper right hand corner.

Contact ANRC for specific requirements, examples and the required format.

V. MINIMUM REPORTING REQUIREMENTS

Include project reporting as a grant task. Required reports include:

- Quarterly progress reports: This report is a summary of progress on each task and subtask. Slippage reports should be provided for tasks or subtasks that are behind schedule. Any additional information pertinent to the project should also be included. The ANRC will use this report to track progress versus funds expended. Quarterly reports will be due to ANRC by the 15th day of each federal fiscal quarter. ARNC has developed a uniform format for quarterly reports. Any deviation from the format will not be accepted and will result in forfeiture of incurred cost.
- Annual progress report: This report is a brief description of the project and discussion of significant accomplishments and problems encountered. Significant accomplishments should be related to environmental indicators such as water quality trends, BMPs implemented or behavior changed. Corrective Actions taken during the year, why they occurred and how they were corrected must be included in the Annual report.
- Final project report: Final reports are due 90 days after completion of the project pursuant to 40 CFR Part 31. Final report are to be written in such a manner that anyone reading the report could understand the process, progress, activities, interactions, benefits of the project and future activities or needs that would completely address the NPS pollutant of concern. The report must also identify the progress made in meeting one or more of the 9 elements in the EPA accepted Watershed Management Plan.
- QA Reports: Each project with an approved QAPP is required to submit quarterly and annual Quality Assurance Reports. These reports provide descriptions of quality assurance or quality control problems encountered during sampling and/or analysis along with the corrective actions taken to solve the problem. The quarterly QA reports are submitted as an addendum to the Quarterly Progress Reports submitted to the Project Leader, while the annual report is a separate document submitted directly to the ANRC QA Officer.

VI. WORKPLAN FORMATTING REQUIREMENTS

1. Use Workplan template provided.
2. 11 Tahoma font size for text (Titles may be other font sizes).
3. Page setup:
Margins:
 - ◆ Top and Bottom – 1 inch
 - ◆ Left and Right sides – 0.75 inches
 - ◆ Headers and Footers – 0.5 inches
4. Include a document control format using an 8 font, in the upper right hand corner of each page, starting after the summary page and ending before the appendix (budget sheets). The format is as follows:

Project Title:
Date:
Version #:
Page ___ of ___.

VII. DEFINITIONS:

Task: A major identifiable project component such as "preliminary survey of stream bank erosion in the target watershed". Each task has an objective that is measurable and each task has one or more deliverables.

Budget: the expected cost for each task. Each task will have a separate budget for that particular task.

Schedule: Proposed start and completion dates for the task.

Objective: The expected outcome of completing a task.

Subtask: A discrete work item necessary to complete the task. Also referred to as a milestone.

Schedule: A table giving the estimated completion date of each subtask and task.

Deliverable: An output of the task that will be physically given to the project officer. For instance: conducting a project coordination meeting is not a deliverable but minutes from the project coordination meeting is a deliverable. Deliverables may be reports, data, bulletins, booklets, fact sheets, slide sets and / or other information.

Attachment 1
NONPOINT SOURCE SUMMARY PAGE
for the
CWA, Section 319(h) Arkansas Nonpoint Source Management Program

1. Title of Project:

2. Project Goals/Objectives:

3. Project Tasks: (Restate from workplan)

4. Measures of Success: (Restate from workplan)

5. Project Type: Statewide (☐); Watershed (☐); Demonstration (☐)

6. Waterbody Type: River (☐); Groundwater (☐); Other (☐)

7. Project Location:

8. NPS Management Program Reference: State of Arkansas Agricultural/Silvicultural Nonpoint Source Management Plan 2011-2016 Section #####.

9. NPS Assessment Report Status: Impaired (☐); Impacted (☐); Threatened (☐)

10. Key Project Activities: Hire Staff (☐); Monitoring (☐); Regulatory Assistance (☐); Technical Assistance (☐); Education (☐); Implementation (☐); Demonstration (☐); Other (☐)

11. NPS Management Program Elements: (List associated milestones numbers as found in the State of Arkansas Agricultural/Silvicultural Management Program)

12. Project Costs:

Federal (not to exceed 57% of total): \$

EPA-Required Match (43% of total): \$

Total: \$

13. Project Management:

14. Project Period:

Attachment 2
PROJECT WORKPLAN TEMPLATE
Project ###
{Project Title}
{Responsible Entity}
FY 2015, CWA Section 319(h)

Problem/Need Statement

Text

General Project Description:

Text

Tasks, Objectives, Subtasks, Schedules, Deliverables, and Estimated Costs

Task 1,

Costs		
Federal	Non-Federal Match	Total
\$	\$	\$

Objectives: Text.

Subtask 1.1 Text

Subtask 1.2 Text

Subtask 1.X...Text

Deliverables: Text (Anticipated Completion Date).

Task 2,

Costs		
Federal	Non-Federal Match	Total
\$	\$	\$

Objectives: Text

Subtask 2.1 Text

Subtask 2.2 Text

Subtask 2.X...

Deliverables: Text (Anticipated Completion Date).

Task 3,

	Federal	Costs Non-Federal Match	Total
	\$	\$	\$

Objective: Text

Subtask 3.1 Text

Subtask 3.2 Text

Subtask 3.X...

Deliverables: Text (Anticipated Completion Date).

Task 4,

	Federal	Costs Non-Federal Match	Total
	\$	\$	\$

Objective: Text

Subtask 4.1 Text

Subtask 4.2 Text

Subtask 4.X Text

Deliverables: Text (Anticipated Completion Date).

Task 5,

	Federal	Costs Non-Federal Match	Total
	\$	\$	\$

Objective: Text

Subtask 5.1 Text

Subtask 5.2 Text

Subtask 5.X Text

Deliverables: Text (Anticipated Completion Date).

Task X, Reporting

Federal

\$

Non-Federal Match

\$

Total

\$

Objective: Text

Subtask X.1 Text

Subtask X.2 Text

Subtask X.X... Text

Deliverables: Text (Anticipated Completion Date).

Schedule of Tasks and Outputs:

(Note: You may use the month after project initiation for start and completion dates)

Task	Subtask Number	Description	Start Date	Completion Date
1	1.1			
	1.2			
	1.X			
2	2.1			
	2.2			
	2.X			
3	3.1			
	3.2			
	3.X			
4	4.1			
	4.2			
	4.X			
5	5.1			
	5.2			
	5.X			
X	X.1	XXX Report		
	X.2			
	X.3			

Coordination, Roles and Responsibilities

Text

Public Participation:

Text

Measures of Success and Performance

Text

Reference to Project in the NPS Management Program

Text

Project Lead

Name, Title
Mailing Address
Phone:
Fax:
E-mail:

List of Appendices:

Appendix X01	Estimated Project Budget
Appendix X02	Estimated "Other" Budget,
Appendix X03	Project Budget Justification Worksheet,
Appendix X04	

Literature Cited

Attachment 3
ESTIMATED PROJECT BUDGET
for the
CWA, Section 319(h) Arkansas Nonpoint Source Management Program
Title of Project
Proposing Agency
Budget Period

<u>Object Class Category</u>	<u>Federal Funds</u>	<u>Non-Federal Match</u>	<u>Total Costs</u>
Personnel	\$	\$	\$
Fringe Benefits (% of personnel)	\$	\$	\$
Subtotal Personnel and Fringe Benefits	\$	\$	\$
Travel	\$	\$	\$
Equipment	\$	\$	\$
Supplies	\$	\$	\$
Contractual	\$	\$	\$
Construction	\$	\$	\$
Miscellaneous	\$	\$	\$
Subtotal Other Direct Costs	\$	\$	\$
Total Direct Costs	\$	\$	\$
*Indirect (% Rate)	\$	\$	\$
Total Project Costs	\$	\$	\$

*provide a copy of your most recent indirect cost agreement

The budget must include detail on:

Personnel - Include position title, pay rate, and % effort or number of hours dedicated to the project.

Fringe Benefits - Include the % used to calculate the fringe benefits.

Travel - Describe trips including mileage and per diem rates. Please provide justification of the trips and mileage.

Equipment - Defined by U.S. EPA as an "article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000". The State of Arkansas defines Equipment at a value of \$2,500. Therefore, Equipment items with an acquisition cost of less than \$2,500 are defined as supplies. Describe and justify equipment items in detail. All equipment purchased with federal dollars, or a portion thereof **cannot be sold, traded or disposed without the prior approval and authorization of ANRC.** The use of proceeds derived from an authorized sale will be determined by ANRC.

Supplies - List material and supply items necessary to conduct the project. Specify the need for special supply items such as computers, camera, electronic, communication equipment and etc.

Contractual - List entity who will perform contracted outside services, describe services which are being contracted such as lab analysis, and provide detail on subcontractor's costs. All subcontracted costs are subject to the same cost principles particular to the subcontracting agency. **Before a subcontractor can be selected or utilized Arkansas State bidding procedures must be followed.**

Construction - The cost of constructing facilities during the demonstration phase of the project.

Miscellaneous - List in detail other costs budgeted such as telephone, copying costs, maintenance and repair costs, publication costs, rental costs, etc.

Indirect Costs - Indirect costs may be charged only if your agency has a current negotiated indirect cost rate agreement with a federal agency. A copy of that agreement must be current and attached to your workplan when submitted. ANRC reserves the right to reject any indirect cost rate agreement or impose a maximum rate that will be allowed on any 319(h) project.

Attachment 4**PROJECT BUDGET JUSTIFICATION WORKSHEET**

BUDGET CATEGORIES INFORMATION (FROM SF424A, SECTION B TOTALS)

Enter Total Program Costs, i.e., Federal and Non-Federal Funds Combined

(Attach Separate Sheet(s) if necessary)

Object Class Categories:

a. Personnel: (Program Staffing - include and indicate vacant positions) Position Title	Number in Position Class	Annual Salary Rate	Work Years	Personnel Costs
(1)	(2)	(3)	(4)	(5)
Personnel Category Totals				
b. Fringe Benefits: Total				
c. Travel: Include estimates of In-State and Out of State travel including if appropriate, mileage in State or private vehicles, per diems, air fare and conference fees.				
Travel: Total				

PROJECT BUDGET JUSTIFICATION WORKSHEET

BUDGET CATEGORIES INFORMATION (FROM SF424A, SECTION B TOTALS)

Enter Total Program Costs, i.e., Federal and Non-Federal Funds Combined

(Attach Separate Sheet(s) if necessary)

Object Class Categories:

d. Equipment: (1) List each item costing \$5,000 or more to be purchased for this project;	
SUB-TOTAL	
(2) List items costing less than \$5,000. You may list the items by groups, as appropriate.	
SUB-TOTAL	

COMBINED EQUIPMENT TOTAL		
e. Supplies: List by groups, as appropriate		
SUPPLIES TOTAL		
f. CONTRACTUAL: List each planned contract separately, type of service to be procured, proposed procurement method (i.e. small purchase, formal advertising, competitive negotiations or non-competitive negotiations) and the estimated cost. Also, please indicate if the proposed contract performance period will go beyond the budget period of assistance for which this application is submitted.		
COMBINED CONTRACTUAL TOTAL		
g. CONSTRUCTION (N/A)		
h. OTHER: Explain by major categories any items not included in above standard budget categories. <u>Caution:</u> Do not include or propose as a direct project cost, any cost that is indirect in nature (see OMB Circular A-87) or is included in the indirect cost pool on which the indirect cost rate (item j) is based.		
OTHER TOTAL		
i. TOTAL DIRECT CHARGES: Sum of Items a. through h.)		
j. INDIRECT COSTS: (Attach a copy of your latest indirect cost agreement)		
k. TOTAL PROPOSED PROGRAM COSTS (Sum of Items i. and j.)		
SHARE: FEDERAL 57% GRANTEE 43%		

Attachment 5
WORKPLAN CHECKLIST
for the
CWA, Section 319(h) Arkansas Nonpoint Source Management Program

Title of Project:

Proposing Entity:

1. NPS Summary Page

Changes to be made to Item(s) No.: _____, _____, _____, _____, _____

2. Project Introduction

- a. Problem Need/Statement
- b. General Project Description
- c. Page Numbers and Identifiers Throughout
- d. Are Water Quality Issues Addressed?

3. Workplan in required format - does the workplan include:

- a. Location Maps and Other Visual Aids
- b. On-Site Project Description Sign
- c. Provision for DQO/QAPP (If Required)
- d. Provision for Technology Transfer (and Education)
- e. Workplan Tasks:
 - 1. Objective Description Under Each Task
 - 2. Federal/Non-Federal Match/Total Budget \$
 - 3. Descriptive Project Subtasks
 - 4. Deliverables and Due Dates
- f. Identify Coordination, Roles, and Responsibilities
- g. Outline Public Participation
- h. Include Measures of Success
- i. Reference to the NPS Management Program
- j. Project Leaders Name, Telephone Number and Organizational Responsibility
- k. Has a diskette been submitted?

4. Project Budget in Required Format

- a. Administration Limited to 5%
- b. Title of Project
- c. Budget Period
- d. Detailed Description of Budget Items
- e. Federal/Non-Federal Match is 60%/40%
- e. Negotiated Indirect Cost Rate Agreement

Attachment 6

Single Audit Requirements

Grantees that expend \$300,000 or more within the State's fiscal year in federal financial assistance must have a single audit or program-specific audit performed in accordance with the Single Audit Act Amendments of 1996 and Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

Purpose of Audits

Single audits performed under the act and revised Circular A-133 cover the entire operation of a grantee or at a least those departments or administer federal financial assistance.

Program-Specific Audit

The auditor will review only the grantee's financial statements for that program, rather than those of the entire organization or its respective units

Circular A-133 Compliance Supplement

When performing a single audit under revised Circular A-133, the auditor is required to consider the grantee's compliance with federal program requirements and related audit objective, in addition to the grantee's financial statements.

OMB has identified in its compliance supplement 14 generic or cross-cutting requirements for testing:

- activities allowed or unallowed
- allowable costs/cost principles
- cash management
- Davis-Bacon Act
- Eligibility
- equipment and real property management
- matching, level of effort and earmarking
- period of availability of funds
- procurement and suspension and debarment
- program income
- real property acquisition
- reporting
- subrecipient monitoring
- special tests and provisions

Attachment 7 INVOICES

Invoices are submitted to Arkansas Natural Resources Commission (ANRC) on a quarterly basis. It will take approximately 14 working days to receive payment from ANRC. Request invoices must be submitted as per attached examples.

Procedures for processing invoices:

- (1) Invoices are submitted with quarterly report, which is based on the approved work plan.
- (2) Invoices and Quarterly Report are reviewed by Project Officer to ensure that invoices are proper for payment.
- (3) Funds are request by Grant Coordinator
- (4) After funds are received, the Accounting Section processes invoices.
- (5) The Accounting Section processes electronically transfers or direct payment to landowners (ANRCs Title X eligible cost share recipients).

The following information is required on each invoice:

- (1) Project Title
- (2) Award number
- (3) The period that the invoice covers (date range):
- (4) Billing # or Tracking ID:
- (5) Federal Assistance ID:
- (6) Grant ID/Project No.
- (7) Breakdown of cost of billing by task and subtask
- (8) Breakdown of cost sharing expense

Attachment 8
Minority Business Enterprise (MBE) and
Women's business Enterprise (WBE)

Policy

It is EPA policy that recipients of EPA financial assistance through grants, cooperative agreements and loans award a fair share of contracts/procurements to minority and women's business enterprises.

Good Faith Efforts

A recipient and prime contractor must engage in outreach, recruitment, or other race/gender neutral activities as part of their good faith efforts to achieve the fair share objective.

If the recipient is a state or local government, the six affirmative steps are to:

- (1) Include qualified MBEs and WBEs on solicitation lists;
- (2) Assure that MBEs and WBEs are solicited whenever they are potential sources;
- (3) Divide total requirements, when economically feasible, into small tasks or quantities to permit maximum participation of MBEs and WBEs;
- (4) Establish delivery schedules, where the requirements of the work permit, which will encourage participation by MBEs and WBEs;
- (5) Use the services and assistance of the Small Business Administration and the Minority Business Development Agency, U. S. Department of Commerce, as appropriate; and
- (6) If the prime contractor awards contracts/procurements, require the contractor to take the affirmative steps in (1) thru (5).

A Minority Business Enterprise (MBE) is a business concern that is (1) at least 51 percent owned by one or more minority individuals, or in the case of publicly owned business at least 51 percent of the stock is owned by one or more minority individuals; and (2) whose daily business operations are managed and directed by one or more of the minority owners.

U. S. citizenship is required. Recipients shall presume that minority individuals include Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, or other group whose members are to be disadvantaged by the Small Business Act or by the Secretary of Commerce.

A women business enterprise (WBE) is a business concern that is (1) at least 51 percent owned by one or more women, or in the case of a publicly owned business, at

least 51 percent of the stock is owned by one or more women and (2) whose daily business operations are managed and directed by one or more of the women owners.

MBE/WBE Procurements Made During Quarters Report Forms` are submitted to ANRC within fifteen days following the end of each Federal fiscal year quarter. (See Attachment)